

**ENGINEERING DIRECTIVES AND STANDARDS**

Volume : 1                      Effective Date :  
Chapter : 2                      Revision Date : 12/14/2001  
Section : 1                      Subject : **DORMANT PROJECT IDENTIFICATION AND CLOSURE POLICY**  
Directive : 4

1. **PURPOSE:** Inactive or dormant project numbers exist within the Project Management Financial System (PMFS) that accumulate significant and unreasonable amounts of idle cash, which can be allocated to other projects in need of immediate funding.
2. **OBJECTIVE:** This EDSM is intended to define dormant accounts, and establish procedures for identifying and closing dormant project numbers within PMFS and TOPS.
3. **RESPONSIBILITY:** Project Control in the Contract Services Section will perform the activities established by this EDSM.
  - A. All construction associated (engineering, utilities and right-of-way) projects will be closed and the funds under run (removed) within two years after the final acceptance date.
  - B. All projects not associated with construction will be closed and the funds under run (removed) after more than six months of no substantial financial activity. A report listing the projects with no substantial financial activity for more than six months will be generated periodically and sent to the appropriate sections. The appropriate sections will be given 15 working days to identify individual projects that should not be closed, and to provide the reason(s) for keeping these projects open. Project Control will then close and under run the other listed projects.

If reasons exist that a project should not be closed as stated under 3.A or 3.B, the responsible section must document the reason(s), and provide an estimate to Project Control in memorandum format of the funding and/or time required to complete the project.

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